

CONFIDENTIAL

STANDARD FORM NO. 64

Approved For Release 2005/06/22 : CIA-RDP78-03568A000400120010-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Personnel Studies and Procedures Staff DATE: 27 August 1952
FROM : Chief, Classification and Wage Division
SUBJECT: T/O Changes for the Industrial Register, Biographic Register, and Machine Divisions of OCD.

Attached herewith are forms 30-25 authorizing changes in the title, series, grades, and position numbers of positions in the Industrial Register, Biographic Register, and Machine Division of OCD.

These forms are submitted to your Office for coordination with the Comptroller, and final distribution.

Verbal concurrence to make these changes has been received from OCD.



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RJF/nf

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 15 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: TS S C RET. JUST 22
NEXT REV DATE 89 REV DATE 16-5-79 SERVE _____ SE DOC. 02
NO. PGS 5 CREATION DATE - ORG COMP 037001 - ORG CLASS C
REV CLASS C REV COORD. - AUTH: HR 70-3

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#195
SRN 9/8/57

OFFICE OR STAFF

COLLECTION & DISSEMINATION

OFFICE CODE

REQUIS

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CONTROL NO.

9/10/52

195

Page 1 of 2 Pages

DELETIONS

ADDITIONS

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Security Agency

ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NET CHANGE NEW BR. & DIV. TOTALS	ORGANIZATION CODE (Machine Record)
<u>INDUSTRIAL REGISTER</u> <u>INDEX BRANCH</u> <u>MACHINE RECORDS SECTION</u>			<u>INDUSTRIAL REGISTER</u> <u>INDEX BRANCH</u> <u>MACHINE RECORDS SECTION</u>				
Tab Project Planner	GS-359 7	J 320.01	Tab Equip Oper Sup	GS-359 7	J 598		
Tab Mach Oper Sup	GS-358 5	J 321	Tab Equip Oper Sup	GS-359 5	J 599		
Tab Mach Oper Sup	GS-358 5	J 321.01	Tab Equip Oper Sup	GS-359 5	J 599.01		
Tab Mach Operator	GS-358 4	J 324	Tab Equip Opr	GS-359 4	J 600		
Tab Mach Operator	GS-358 4	J 324.01	Tab Equip Opr	GS-359 4	J 600.01		
Tab Mach Operator	GS-358 4	J 324.02	Tab Equip Opr	GS-359 4	J 600.02		
Tab Mach Operator	GS-358 3	J 326	Tab Equip Opr	GS-359 4	J 600.03		
Tab Mach Operator	GS-358 3	J 326.01	Tab Equip Opr	GS-359 4	J 600.04		
<u>KEY PUNCH SECTION</u>			<u>KEY PUNCH SECTION</u>				
Card Punch Sup	GS-356 5	J 32	Tab Equip Oper Sup	GS-359 6	J 601		
Card Punch Opr	GS-356 4	J 323	Tab Equip Oper Sup	GS-359 5	J 602		
Card Punch Opr	GS-356 4	J 323.01	Tab Equip Opr	GS-359 4	J 603		
Card Punch Opr	GS-356 4	J 323.02	Tab Equip Opr	GS-359 4	J 603.01		
Card Punch Opr	GS-356 4	J 323.03	Tab Equip Opr	GS-359 4	J 603.02		
Card Punch Opr	GS-356 3	J 325	Tab Equip Opr	GS-359 4	J 603.03		
Card Punch Opr	GS-356 3	J 325.01	Tab Equip Opr	GS-359 4	J 603.04		
Card Punch Opr	GS-356 3	J 325.02	Tab Equip Opr	GS-359 4	J 603.05		
Card Punch Opr	GS-356 3	J 325.03	Tab Equip Opr	GS-359 4	J 603.06		
NEW OFFICE TOTALS			APPROVAL				

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The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.

Chief, Classification & Wage

TITLE

FORM NO. 30-25
MAY 1952

T/O CHANGE AUTHORIZATION AUG 28 1952

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(4-39)

OFFICE OR STAFF COLLECTION & DISSEMINATION		OFFICE CODE	REQUEST DATE	APPROVAL DATE	CONTROL NO.	Page 1 of 2 Pages	
Approved For Release 2005/06/22 : CIA-RDP78-03568A000400120010-3		CONFIDENTIAL					
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
<u>BIOGRAPHIC REGISTER</u> <u>INDEX BRANCH</u> <u>CARD PUNCH SECTION</u> Card Punch Sup GS-356 5 J 240 Card Punch Opr GS-356 4 J 241 Card Punch Opr GS-356 4 J 241.01 Card Punch Opr GS-356 4 J 241.02 Card Punch Opr GS-356 4 J 241.03 Card Punch Opr GS-356 4 J 241.04 Card Punch Opr GS-356 4 J 241.05 Card Punch Opr GS-356 4 J 241.06 Card Punch Opr GS-356 3 J 242 Card Punch Opr GS-356 3 J 242.01 Card Punch Opr GS-356 3 J 242.02 Card Punch Opr GS-356 3 J 242.03 <u>MACHINE SECTION</u> Tab Mach Oper Sup GS-358 7 J 244 Tab Mach Oper Sup GS-358 5 J 245 Tab Mach Operator GS-358 4 J 246 Tab Mach Operator GS-358 4 J 246.01 Tab Mach Operator GS-358 3 J 247 Tab Mach Operator GS-358 3 J 247.01			<u>BIOGRAPHIC REGISTER</u> <u>INDEX BRANCH</u> <u>CARD PUNCH SECTION</u> Tab Equip Oper Sup GS-359 6 J 592 Tab Equip Oper Sup GS-359 5 J 593 Tab Equip Opr GS-359 4 J 594 Tab Equip Opr GS-359 4 J 594.01 Tab Equip Opr GS-359 4 J 594.02 Tab Equip Opr GS-359 4 J 594.03 Tab Equip Opr GS-359 4 J 594.04 Tab Equip Opr GS-359 4 J 594.05 Tab Equip Opr GS-359 4 J 594.06 Tab Equip Opr GS-359 4 J 594.07 Tab Equip Opr GS-359 4 J 594.08 Tab Equip Opr GS-359 4 J 594.09 <u>MACHINE SECTION</u> Tab Equip Oper Sup GS-359 7 J 595 Tab Equip Oper Sup GS-359 5 J 596 Tab Equip Opr GS-359 4 J 597 Tab Equip Opr GS-359 4 J 597.01 Tab Equip Opr GS-359 4 J 597.02 Tab Equip Opr GS-359 4 J 597.03				
NEW OFFICE TOTALS			APPROVAL				
25X1A9A			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is			Chief, Classification & Wage AUG 28 1952 TITLE	
FORM NO. 30-25 MAY 1952 T/O CHANGE AUTHORIZATION Approved For Release 2005/06/22 : CIA-RDP78-03568A000400120010-3							

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ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	(Machine Records)
MACHINE DIVISION			MACHINE DIVISION				
PLANNING BRANCH			PLANNING BRANCH				
DEVELOPMENT SECTION			DEVELOPMENT SECTION				
Card Punch Opr	GS-356 4	J 151	Tab Equip Opr	GS-359 4	J 580		
Card Punch Opr	GS-356 4	J 151.01	Tab Equip Opr	GS-359 4	J 580.01		
OPERATIONS BRANCH			OPERATIONS BRANCH				
GAZETTEER SECTION			GAZETTEER SECTION				
Tabulation Planner	GS-358 7	J 158	Tab Project Planner	GS-359 7	J 581		
Card Punch Opr	GS-356 4	J 159	Tab Equip Opr	GS-359 4	J 582		
Card Punch Opr	GS-356 4	J 159.01	Tab Equip Opr	GS-359 4	J 582.01		
TAB FAX SECTION			TAB FAX SECTION				
T ab Mach Oper Sup	GS-358 7	J 160	Tab Equip Oper Sup	GS-359 7	J 583		
T ab Mach Oper Sup	GS-358 5	J 161	Tab Equip Oper Sup	GS-359 5	J 584		
Tab Mach Oper Sup	GS-358 5	J 161.01	Tab Equip Oper Sup	GS-359 5	J 584.01		
Tab Mach Operator	GS-358 4	J 162	Tab Equip Opr	GS-359 4	J 585		
Tab Mach Operator	GS-358 4	J 162.01	Tab Equip Opr	GS-359 4	J 585.01		
Tab Mach Operator	GS-358 4	J 162.02	Tab Equip Opr	GS-359 4	J 585.02		
Tab Mach Operator	GS-358 4	J 162.03	Tab Equip Opr	GS-359 4	J 585.03		
Tab Mach Operator	GS-358 4	J 162.04	Tab Equip Opr	GS-359 4	J 585.04		
Tab Mach Operator	GS-358 4	J 162.05	Tab Equip Opr	GS-359 4	J 585.05		
Tab Mach Operator	GS-385 3	J 163	Tab Equip Opr	GS-359 4	J 585.06		
Tab Mach Operator	GS-385 3	J 163.01	Tab Equip Opr	GS-359 4	J 585.07		
Tab Mach Operator	GS-385 3	J 163.02	Tab Equip Opr	GS-359 4	J 585.08		
Tab Mach Operator	GS-385 3	J 163.03	Tab Equip Opr	GS-359 4	J 585.09		
Tab Mach Operator	GS-358 3	J 163.04	Tab Equip Opr	GS-359 4	J 585.10		
NEW OFFICE TOTALS			APPROVAL				
25X1A9A			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is				
			TITLE				

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Approved For Release 2005/06/22 : CIA-RDP78-03568A000400120010-3						Page 1 of 2 Pages	
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MACHINE DIVISION (continued) OPERATIONS BRANCH FILES MAINTENANCE SECTION			MACHINE DIVISION (continued) OPERATIONS BRANCH FILES MAINTENANCE SECTION				
Tab Mach Oper Sup	GS-358 7	J 462	Tab Equip Oper Sup	GS-359 7	J 586		
Tab Mach Oper Sup	GS-358 5	J 463	Tab Equip Oper Sup	GS-359 5	J 587		
Tab Mach Operator	GS-358 4	J 464	Tab Equip Oper Sup	GS-359 4	J 588		
Tab Mach Operator	GS-358 4	J 464.01	Tab Equip Oper Sup	GS-359 4	J 588.01		
Tab Mach Operator	GS-358 3	J 465	Tab Equip Oper Sup	GS-359 4	J 588.02		
CARD PUNCH SECTION			CARD PUNCH SECTION				
Card Punch Sup	GS-356 6	J 164	Tab Equip Oper Sup	GS-359 6	J 589		
Card Punch Sup	GS-356 5	J 165	Tab Equip Oper Sup	GS-359 5	J 590		
Card Punch Sup	GS-356 5	J 165.01	Tab Equip Oper Sup	GS-359 5	J 590.01		
Card Punch Opr	GS-356 4	J 166	Tab Equip Opr	GS-359 4	J 591		
Card Punch Opr	GS-356 4	J 166.01	Tab Equip Opr	GS-359 4	J 591.01		
Card Punch Opr	GS-356 4	J 166.02	Tab Equip Opr	GS-359 4	J 591.02		
Card Punch Opr	GS-356 4	J 166.03	Tab Equip Opr	GS-359 4	J 591.03		
Card Punch Opr	GS-356 4	J 166.04	Tab Equip Opr	GS-359 4	J 591.04		
Card Punch Opr	GS-356 4	J 166.05	Tab Equip Opr	GS-359 4	J 591.05		
Card Punch Opr	GS-356 3	J 167	Tab Equip Opr	GS-359 4	J 591.06		
Card Punch Opr	GS-356 3	J 167.01	Tab Equip Opr	GS-359 4	J 591.07		
Card Punch Opr	GS-356 3	J 167.02	Tab Equip Opr	GS-359 4	J 591.08		
Card Punch Opr	GS-356 3	J 167.03	Tab Equip Opr	GS-359 4	J 591.09		
NEW OFFICE TOTALS			APPROVAL				
25X1A9A			The T/O changes listed above are hereby approved. Please make changes on office new machine printed T/O page(s) is Chief, Classification & Wage TITLE				